WaTech
Washington Technology Solutions
"the consolidated technology services agency" -RCW 43.105.006
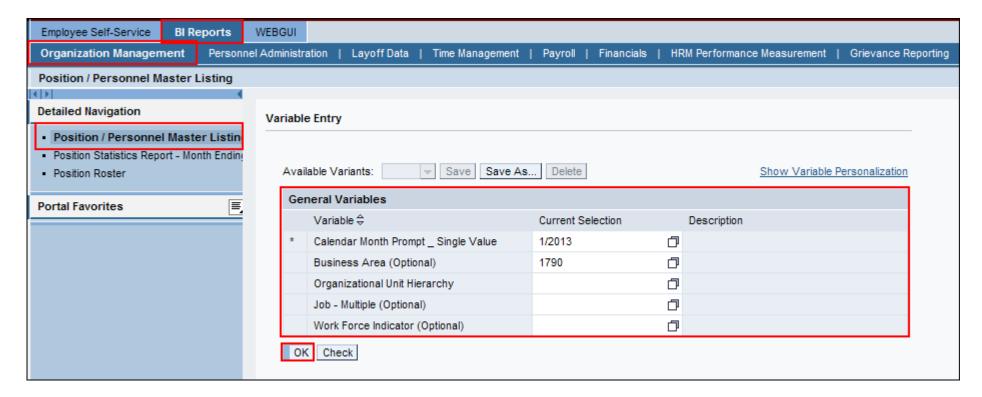
SAP Business Warehouse/Business Intelligence Reporting

Exercise - 1

Washington State HRMS Business Warehouse/Business Intelligence (BW/BI) Self-Paced Learning Materials
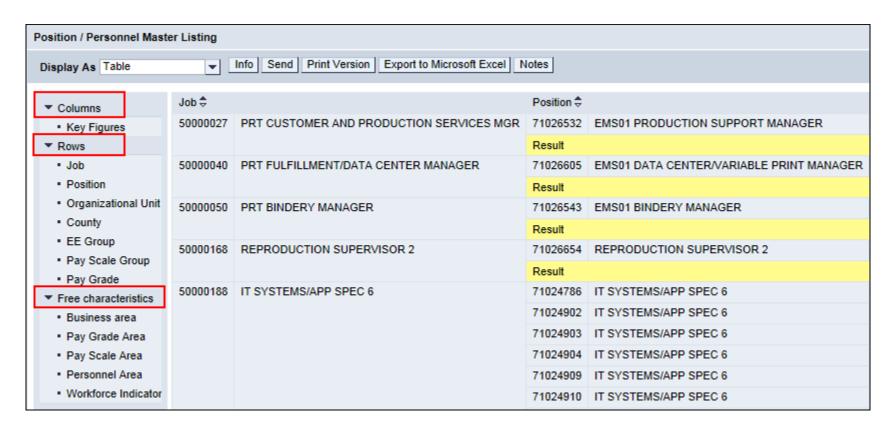
General Topics – BW/BI End Users/Power Users

BW/BI Custom Report Exercise 1 – Running Report

1. Log into BI

2. Select "BI Reports" tab

3. Select "Organization Management" tab

4. Select "Position/Personnel Master Listing" report link

5. Enter your variable selection and click OK

BW/BI Custom Report Exercise 1 – Report Results

The Position/Personnel Master Listing custom report will be displayed.

BW/BI Custom Report Exercise 1 – Free Characteristics

To add a characteristic from the Free Characteristic section:

* Drag&drop it into the Rows or Columns section.

In the example below, Personnel Area is being added to the Rows section above Job:

BW/BI Custom Report Exercise 1 – Free Characteristics

Personnel Area has been added to the report before Job.